



# North Merrick Public Library P/T Clerk

The North Merrick Public Library is looking for a friendly team player who enjoys working with the public.

Responsibilities: Check out and check in materials, answer circulation questions, issue library cards, collect late fees, answer telephones, and other related duties.

Qualifications: Nassau County resident, High school graduate, excellent computer skills including Microsoft Office, customer service experience preferred.

Must be reliable & willing to work a flexible schedule.

Nights and weekends a must.

Hours: 17 hours per week

Salary: \$15.50 per hour

This is a non-competitive Civil Service position. You do not need to be on a list. Your name will not be taken off a list.

Must be a Nassau County Resident

Interested candidates should email a copy of their resume:  
Susan Santa, Library Director [ssanta@nmerricklibrary.org](mailto:ssanta@nmerricklibrary.org)  
Position is open until filled